



Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 1. CLOSED SESSION - 5:00 p.m.  
Type Procedural

## **2. CLOSED SESSION ITEMS FOR DISCUSSION**

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**Subject 2.1 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

**Subject 2.2 Conference with Legal Counsel - Potential Litigation: Initiation of Litigation Pursuant to Gov. Code, § 4956.9, Subd. (d)(4): One case**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

**Subject 2.3 Conference with Labor Negotiator - Agency Designated Representatives: Mike Claire and Richard Storti Employee Organization: Non-represented Employees**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

## **3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

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**Subject 3.1 Comments by Community Members**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY  
Type Information

## **4. CLOSED SESSION**

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**Subject 4.1 Recess to Closed Session**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 4. CLOSED SESSION  
Type Procedural

## **5. OPEN SESSION - 6:00 p.m.**

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**Subject 5.1 Call to Order / Roll Call / Pledge of Allegiance**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Procedural

**Subject 5.2 Announcement of Any Reportable Action Taken in Closed Session**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Information, Procedural

**Subject 5.3 Discussion of the Order of the Agenda**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Discussion

## **6. RECOGNITION OF TRUSTEE MAURICE GOODMAN**

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**Subject 6.1 Adoption of Resolution No. 23-02 Honoring Trustee Maurice Goodman (10 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. RECOGNITION OF TRUSTEE MAURICE GOODMAN  
Type Action

Recommended Action It is recommended that the Board adopt Resolution No. 23-02, honoring Trustee Maurice Goodman.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

### **ADOPTION OF RESOLUTION NO. 23-02 HONORING TRUSTEE MAURICE GOODMAN**

Maurice Goodman concluded his service as a member of the San Mateo County Community College District Board of Trustees after serving on the Board for six years, serving as President in 2019. Mr. Goodman is a valued and respected leader in the District and community and his service is worthy of celebration and commemoration.

In recognition of his many years of public service in San Mateo County, Resolution No. 23-02 is presented to the Board for its consideration in honoring Mr. Goodman.

File Attachments

[Board Resolution Maurice Goodman.pdf \(83 KB\)](#)

**Subject 6.2 Celebratory Recess in Honor of Trustee Maurice Goodman (15 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. RECOGNITION OF TRUSTEE MAURICE GOODMAN

Type Procedural

## **7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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**Subject** 7.1 Combined Report of the College Presidents

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

File Attachments

[2023\\_ExecutiveBoardReport\\_February.pdf \(12,996 KB\)](#)

## **8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

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**Subject** 8.1 AFT, Local 1493

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

**Subject** 8.2 CSEA, Chapter 33

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

**Subject** 8.3 AFSCME, AFL-CIO, Local 829, Council 57

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

## **9. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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**Subject** 9.1 Comments by Community Members

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Type Information

## **10. APPROVAL OF MINUTES**

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**Subject** 10.1 Approval of Minutes from January 10, 2023 Special Meeting (5 Minutes)

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 10. APPROVAL OF MINUTES  
Type Action  
Recommended Action It is recommended that the Board of Trustees approve the presented minutes.  
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

#### **APPROVAL OF MINUTES FROM JANUARY 10, 2023 SPECIAL MEETING**

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments  
[2023-01-10 Special Meeting Minutes.pdf \(144 KB\)](#)

#### **Subject 10.2 Approval of Minutes from January 25, 2023 Regular Meeting (5 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 10. APPROVAL OF MINUTES  
Type Action  
Recommended Action It is recommended that the Board of Trustees approve the presented minutes.  
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

#### **APPROVAL OF MINUTES FROM JANUARY 25, 2023 REGULAR MEETING**

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments  
[2023-01-25 Minutes.pdf \(262 KB\)](#)

**Subject**                    **10.3 Approval of Minutes from February 4, 2023 Board Retreat (5 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    10. APPROVAL OF MINUTES

Type

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:         Candice E. Bell, Executive Assistant to the Board

### **APPROVAL OF MINUTES FROM FEBRUARY 4, 2023 BOARD RETREAT**

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments

[2023-02-04 Retreat Minutes.pdf \(161 KB\)](#)

## **11. NEW BUSINESS**

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**Subject**                    **11.1 Approval of Personnel Items (10 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                         Action

Recommended Action     It is recommended that the Board of Trustees approve the attached Personnel Report.

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:         Julie Johnson, Chief Human Resources Officer  
David Feune, Director, Human Resources

### **APPROVAL OF PERSONNEL ITEMS**

Staff presents in the attached report for the Board's consideration recommendations for approval of new employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

File Attachments

[Approval of Personnel Items\\_02-22-23rev.pdf \(820 KB\)](#)

**Subject**                    **11.2 Re-Employment of Contract and Regular Faculty for the 2023-2024 Academic Year (5 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

Recommended Action    It is recommended that the Board of Trustees approve the re-employment of contract and regular faculty for the 2023-2024 academic year.

TO:                         Members of the Board of Trustees

FROM:                      Michael Claire, Chancellor

PREPARED BY:            Julie Johnson, Chief Human Resources Officer  
David Feune, Director, Human Resources

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2023-2024 ACADEMIC YEAR**

The academic employees in the attached report were evaluated during the 2022-2023 academic year in accordance with District policy and collective bargaining agreement and are recommended for re-employment pursuant to the Board of Trustee’s authority by the California Education Code.

RECOMMENDATION

It is recommended that the Board of Trustees approve the re-employment of contract and regular faculty for the 2023-24 academic year.

File Attachments  
[FY 23-24 Faculty Contract Renewals.pdf \(118 KB\)](#)

**Subject**                    **11.3 Consideration and Approval of San Mateo County Community College District Interim Chancellor Employment Agreement (5 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

Recommended Action    It is recommended that the Board of Trustees approve the attached employment agreement for Dr. Melissa Moreno.

TO:    Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**CONSIDERATION AND APPROVAL SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT INTERIM CHANCELLOR EMPLOYMENT AGREEMENT**

California Government Code Section 54953(c)(3) requires an oral summary of a recommendation for final action on the salaries, salary schedules, and compensation to be paid in the form of fringe benefits to be paid to a local agency executive. In addition, Government Code Section 53262 mandates that employment contracts for local agency executives be ratified in open session. In order to comply with these requirements, we will be providing an oral summary in connection with Agenda Item 10.1. This agenda item recommends approval to employ Dr. Melissa Moreno as Interim Chancellor.

The Employment Agreement provides for a term of employment from April 1, 2023 through June 30, 2024, or until appointment of a permanent Chancellor, whichever occurs first. Effective April 1, 2023, annual compensation will \$350,000. Dr. Moreno will receive 225 hours of vacation annually, and can cash out up to 10 days of vacation annually. She will receive one (1) day per month of sick leave, and the same health and welfare benefits, including post-retirement medical benefits, as are generally provided to management personnel of the District.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the attached employment agreement for Dr. Melissa Moreno.

File Attachments

[Moreno Contract Final.pdf \(489 KB\)](#)

## 12. CONSENT AGENDA

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<b>Subject</b>	<b>12.1 Approval of 2022-2027 Scheduled Maintenance Five-Year Plan</b>
Meeting	Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Feb 22, 2023
Absolute Date	Feb 22, 2023
Budgeted	Yes
Budget Source	State Scheduled Maintenance and Local Funds
Recommended Action	It is recommended that the Board of Trustees approve the proposed Scheduled Maintenance spending plan for the FY 2022-2023 allocation of \$7,909,375 and the District's 2022-2027 Scheduled Maintenance Five-Year Plan to the California Community Colleges Chancellor's Office.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Richard Storti, Executive Vice Chancellor of Administrative Services Michele Rudovsky, Chief Facilities and Operations Officer

### APPROVAL OF 2022-2027 SCHEDULED MAINTENANCE FIVE-YEAR PLAN

For Fiscal Year (FY) 2022-2023, the Higher Education Trailer Bill (AB 183, Sec. 55, 2022) established a Physical Plant and Instructional Support block grant of \$840,655,000 allocated to California Community Colleges. Districts may utilize their share of the total state allocation among physical plant maintenance, instructional support, water conservation, hazardous substance abatement, and energy efficiency projects to meet their local needs. Each district received a minimum of \$4 million with remaining funds allocated based upon districts' proportionate share of Full-Time Equivalent Students (FTES) as reported in FY 2021-2022.

SMCCCD received a total allocation of \$11,909,375 from the FY 2022-2023 PPIS Block Grant. The California Community Colleges Chancellor's Office (CCCCO) reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. The FY 2022-2023 PPIS grant funds allocated to SMCCCD must be encumbered or expended by June 30, 2027. Of the District's apportionment, \$4,000,000 is allocated to Instructional Support identified in college level planning processes and spending is overseen by the respective colleges. \$7,909,375 is allocated for Physical Plant maintenance projects overseen by the Facilities Department. This report discusses only the Physical Plant component of the



allocated PPIS grant as well as provides the Board and our community an awareness of future projects needs identified and recommended to be implemented in the 2022-2027 timeframe, should additional PPIS grant funding or other resources become available.

With input from the colleges and as equitably as practical, scheduled maintenance projects are analyzed and prioritized by the Facilities department. In understanding the performance and operations of the physical plant of their respective colleges, Facilities Managers along with the Chief Engineers collaborate to prioritize projects taking into consideration life safety, occupant comfort, preservation of assets, and continuity of operations. They identify the most pressing needs across the district and prioritize those projects in alignment with available resources accordingly. Examples of acceptable scheduled maintenance project categories include roofs, utilities (electrical, sewer, water distribution, elevators), mechanical systems (Boilers, HVAC, chillers), exterior building envelope (doors, windows, painting), and others (roads, flooring, signage).

The District's Scheduled Maintenance Five-Year Plan demonstrates long-term physical plant maintenance needs. The Chancellor's Office uses districts' physical plant data to advocate for state funding. The District submitted the following project funding proposals (PFP) to the California Community Colleges Chancellor's Office (CCCCO), as these items were deemed priority. The FY 2022-23 PFPs comprise the first year of the Scheduled Maintenance Five-Year Plan, with a four-year planning horizon ending in FY 2026-27.

The following list of maintenance projects also includes locally funded projects due to the fact that:

- State funding is limited.
- Not all projects are State-supportable such as parking lots, stadiums, bookstores, and dormitories, to name a few.
- Maintenance needs are comprehensive and therefore forecasting and maintaining a 5-year list of the larger maintenance projects is essential for project planning.

Please understand that the scheduled maintenance project list may fluctuate. The list will be altered and amendments requested to the CCCCCO based on changes in project urgency, project scope, available funding, market conditions, and addition of any eligible unforeseen needs (equipment failures) that may arise.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed Scheduled Maintenance spending plan for the FY 2022-2023 allocation of \$7,909,375 and the District's 2022-2027 Scheduled Maintenance Five-Year Plan to the California Community Colleges Chancellor's Office.

### File Attachments

[2022-23 Physical Plant and Instructional Support Guidelines\(883641.1\).pdf \(1,324 KB\)](#)

[2023 0222 PPIS Scheduled Maintenance Projects Presentation.pdf \(6,793 KB\)](#)

[PPIS Five Year Plan.pdf \(162 KB\)](#)

*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

**Subject**                                    **12.2 Adoption of Resolution in Support of the Skyline College Express Shuttle and Submitting an Application for San Mateo County Shuttle Program Funding for the Skyline College Express Shuttle**

Meeting                                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                    12. CONSENT AGENDA

Type                                        Action (Consent)

Preferred Date                            Feb 22, 2023

Absolute Date                            Feb 22, 2023

Fiscal Impact                            Yes

Dollar Amount \$275,646.00

Budgeted Yes

Budget Source Fund 1 and County Transportation Authority

Recommended Action It is recommended that the Board of Trustees adopt Resolution No. 23-03 in Support of the Skyline College Express Shuttle and the submission of a renewal grant application for San Mateo County Shuttle Program funding for the Skyline College Express Shuttle for FY2023-24 and FY2024-25. The grant application will be for \$275,646 annually (\$551,292 over two years). It is further recommended that the District provide matching funds of \$275,646 annually (\$551,292 over two years), equivalent to 50% of the total project cost.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College  
Joseph Morello, Jr., Vice President of Administration, Skyline College

**ADOPTION OF RESOLUTION IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS SHUTTLE AND SUBMITTING OF AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDING FOR THE SKYLINE COLLEGE EXPRESS SHUTTLE**

In 2014, Skyline College conducted a comprehensive transportation study which provided data collected from 1,006 participants. Responses indicated that travel time was the most important consideration for students and employees when they decide how to commute to campus. Convenience and ease of access were also key considerations for how people make their commute decision. SamTrans service is not adequate for students, faculty and staff of Skyline College with currently scheduled route 121 taking up to 44 minutes to travel the seven (7) mile distance between Daly City BART and the campus due to mid-route stops. The study also highlighted that due to the long travel time and lack of convenience, 67% of students and 74% of faculty and staff who participated in the study drive alone to the campus or have someone drive them.

Beginning in 2015, Skyline College applied for a two-year grant from the San Mateo County Transportation Authority (TA) to operate one (1) shuttle during FY2016-17 and FY 2017-18. The application required the Board of Trustees to submit a Resolution in support of the Skyline College Express Project and for submitting an application for the San Mateo County Shuttle Program Funding.

The shuttle has been a huge success since it was launched on the first day of the Fall 2016 semester. Ridership far exceeded expectations, necessitating the addition of a second 23-seat shuttle to accommodate all passengers. Prior to the COVID pandemic, students and employees took an average of 5,000 rides per month. When asked why they used the shuttle, 84% of riders cited free ridership as their top reason, 64% noted that it reduced their commute time, and 50% used the shuttle because they did not have access to a vehicle. The incredibly positive response underscores the critical need for this service and the importance of removing a common logistical and financial barrier for students. Since the pandemic, ridership has steadily returned, providing 2,571 passenger trips in the month of September, 2022.

Skyline College is now applying as an existing shuttle provider for TA Funding for FY2023-24 and FY2024-25 to continue operating the Shuttle service. The grant application requests \$275,646 annually (\$551,292 over two years), for TA funding, with SMCCCD providing a match of \$275,646 annually (\$551,292 over two years), and equivalent to 50% of the total project cost. The total project cost to operate the shuttle service is \$1,102,584.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 23-03 in Support of the Skyline College Express Shuttle and the submission of a renewal grant application for San Mateo County Shuttle Program funding for the Skyline College Express Shuttle for FY2023-24 and FY2024-25. The grant application will be for \$275,646 annually (\$551,292 over two years). It is further recommended that the District provide matching funds of \$275,646 annually (\$551,292 over two years), equivalent to 50% of the total project cost.

File Attachments

- [Shuttle Resolution - RESOLUTION 23-03.pdf \(95 KB\)](#)
- [Guidelines Shuttle CFP FY 2024 and 2025 Final\[14\].pdf \(649 KB\)](#)
- [Shuttle CFP Application FY 2024 2025 Final\[92\].pdf \(274 KB\)](#)
- [\[HB Edits\] TA Shuttle FY 24-25 FA FINAL \(1\)\[44\].pdf \(200 KB\)](#)

*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

**Subject                                    12.3 Approval of Contract Award for Athletic Sports Uniforms Purchase with National Sports Apparel for College of San Mateo**

Meeting                                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                    12. CONSENT AGENDA

Type    Action

Preferred Date                            Feb 22, 2023

Absolute Date                            Feb 22, 2023

Fiscal Impact                            Yes

Dollar Amount                            \$136,710.00

Budgeted                                    Yes

Budget Source                            College Funds

Recommended Action                    It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a three-year contract with National Sports Apparel for the purchase of athletic sports uniforms for College of San Mateo, RFP #86905R, in an amount not to exceed \$136,710.00

TO:    Members of the Board of Trustees

FROM:                                        Michael Claire, Chancellor

PREPARED BY:                            Yanely Pulido, Director, General Services  
 Andreas Wolf, Dean Kinesiology  
 Bob Domenici, Supervisor, General Services

**APPROVAL OF CONTRACT AWARD FOR ATHLETIC SPORTS UNIFORMS PURCHASE WITH NATIONAL SPORTS APPAREL FOR COLLEGE OF SAN MATEO**

The College of San Mateo (CSM) Athletics Department worked with General Services to determine the best and most efficient use of resources to provide Adidas uniforms and apparel to all CSM athletic teams. Adidas is the manufacturer of CSM’s current uniform inventory which is the apparel of choice for the Athletics Department. On December 2, 2022, the District issued a Request for Proposals (RFP) # 86905R to select a supplier to furnish and deliver athletic uniforms for all sports at CSM. An announcement for this business opportunity was released through the District’s online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on December 2, and December 9, 2022.

On December 16, 2022 the District received two proposals from the following firms which were reviewed and evaluated using the following criteria: experience and references, sample quality, use of recycled materials in development of their products, ability to meet or exceed required specifications, and cost.

<b>Firm</b>	<b>Total Three-Year Cost</b>
Game One	\$171,562.50
National Sports	\$136,710.00

An evaluation committee consisting of representatives from the CSM Athletics Department and General Services evaluated the proposals. At the conclusion of the evaluation process, it was determined that National Sports can provide the service and quality of product at a cost most beneficial to the department. The National Sports proposal contained cost estimates for various standard uniform apparel and samples from Adidas. Additionally, National Sports has an exclusive incentive program partnering with Adidas, which will be of immediate benefit to CSM as follows:

- 40% discount off the retail cost of uniforms and apparel,
- \$4,000 in product reward up front,
- 10% product reward offer to spend on Adidas apparel with no minimum annual spend.
- Annual allotment of \$10,000 directly from Adidas
- Annual booking allotment of \$5,000 from Adidas
- Branding package of \$2,000 bi-annually from Adidas

Lastly, National Sports is a woman owned company, which the District has utilized this past year while the RFP was being developed, and has a proven track record for quality of products and satisfactory services.

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a three-year contract with National Sports Apparel for the purchase of athletic sports uniforms for College of San Mateo, RFP #86905R, in an amount not to exceed \$136,710.00

**Subject**                    **12.4 Ratification of November and December 2022 District Warrants**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    12. CONSENT AGENDA

Type                        Action (Consent)

Recommended Action    It is recommended that the Board of Trustees approve the warrants issued during the period November 1, 2022 through December 31, 2022 and ratify the contracts entered into leading to such payments.

TO:                        Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:        Bernata Slater, Chief Financial Officer

#### RATIFICATION OF NOVEMBER AND DECEMBER 2022 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 2022 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period November 1, 2022 through December 31, 2022 and ratify the contracts entered into leading to such payments.

File Attachments

*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

<b>Subject</b>	<b>12.5 Authorization to Augment the Agreement with WeDriveU for District-wide Shuttle Transportation Services</b>
Meeting	Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Feb 22, 2023
Absolute Date	Feb 22, 2023
Fiscal Impact	Yes
Dollar Amount	\$412,000.00
Budgeted	Yes
Budget Source	College Funds
Recommended Action	It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to augment the initial contract with WeDriveU by \$412,000 for the College of San Mateo's transportation services.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Dr. Jennifer Taylor-Mendoza, President, College of San Mateo Anthony Djedi, Vice President of Administrative Services, College of San Mateo Yanely Pulido, Director, General Services

### **AUTHORIZATION TO AUGMENT THE AGREEMENT WITH WEDRIVEU FOR DISTRICT-WIDE SHUTTLE TRANSPORTATION SERVICES**

At its August 24, 2022 meeting, the Board approved the award of a contract to WeDriveU, to serve as the transportation provider to provide the District's three colleges with safe, convenient, and reliable shuttle transportation services (Board Report 22-08-12.1). On November 30, 2022, the Board approved a two-year agreement with WeDriveU, effective December 1, 2022 in the amount of \$1,102,586.00, with three optional one-year renewals (Board Report 22-11-12.5).

The College of San Mateo has finalized its negotiations with WeDriveU and has opted to implement a shuttle loop from the Millbrae CALTRAIN/BART station to the CSM campus to commence in March 2023. This initial option will allow CSM to consider service modifications that best serve our students and staff and does not preclude the college from seeking cost-conserving measures in future years.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to augment the initial contract with WeDriveU by \$412,000 for the College of San Mateo's transportation services.

*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

**Subject**                    **12.6 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    12. CONSENT AGENDA

Type                        Action (Consent)

Preferred Date            Feb 22, 2023

Absolute Date            Feb 22, 2023

Fiscal Impact            No

Budgeted                    No

Budget Source            n/a

Recommended Action    It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs.

TO:                        Members of the Board of Trustees

FROM:                    Michael Claire, Chancellor

PREPARED BY:        Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The deletion of forty-eight courses from the College catalogs is proposed by Cañada College, College of San Mateo, and Skyline College at this time.

One course and one program were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses and programs will be deleted in the coming years.

Furthermore, thirteen courses and nine programs were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

**RECOMMENDATION**

It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs.

File Attachments

[Brd 02-22-23 Attachment A CAN.pdf \(53 KB\)](#)

[Brd 02-22-23 Attachment B CSM.pdf \(73 KB\)](#)

*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

### **13. OTHER RECOMMENDATIONS**

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**Subject** 13.1 Approval of Non-Resident Tuition Fee, 2023-2024 (10 Minutes)

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Recommended Action It is recommended that the Board of Trustees set the 2023-2024 tuition fee at \$358 per semester unit. It is further recommended that the Board of Trustees levy a capital outlay fee of \$1 per semester unit and that no exemptions be made for foreign students enrolled in six units or less, bringing the total non-resident tuition fee to \$359 per semester unit for 2023-2024.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor

#### APPROVAL OF NON-RESIDENT TUITION FEE, 2023-2024

Education Code Section 76140 requires community college districts to establish the non-resident tuition fee for the forthcoming fiscal year no later than March 1 and also prescribes the basis for determining the fee. The non-resident tuition fee is charged to international students, out-of-state students, and undocumented students who do not meet the requirements of AB540. In addition to the non-resident tuition fee these students also pay the \$46 per unit enrollment fee that resident students are assessed.

The non-resident tuition fee is composed of two parts: the tuition fee and an assessment for capital outlay.

San Mateo County Community College District's fee for the 2022-23 fiscal year was \$292 per semester unit as approved by the Board of Trustees at their meeting of February 23, 2022. The tuition fee was set at \$290 and the capital outlay fee at \$2 for a total of \$292 (applicable to all non-resident students).

For 2023-24, the statewide average rate for tuition fee is \$414. Pursuant to the Education Code, the District has the following seven options for determining non-resident tuition:

- A.1 District cost of \$593: The District's expense of education in the preceding fiscal year increased by the projected increase in the Consumer Price Index divided by the total FTES in the preceding fiscal year.
- A.2 District cost with 10% or more noncredit FTES: This is not applicable to SMCCCD.
- B.1 Statewide average cost of \$414: The statewide expense of education in the preceding fiscal year increased by the projected percent increase of the Consumer Price Index divided by the statewide total FTES in the preceding year.
- B.2 Highest statewide average cost of \$414: The highest statewide average (Option B.1) for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- C. Contiguous District: An amount not to exceed the fee established by the governing board of any contiguous district (see table for comparisons).
- D. Between the statewide average (Option B.1) and the district cost (Option A.1): The fee adopted must be greater than the statewide average of \$414 and less than the district cost of \$593.

- E. Comparable states average cost of \$400: No greater than the average non-resident tuition fees of public community colleges in at least 12 states comparable in cost of living to California as determined by the U.S. Department of Labor.

Additionally, Education Code Section 76141(a) allows a district to levy a capital outlay fee on students who are non-residents and are also citizens of a foreign country. The maximum fee is determined by dividing the amount actually expended for capital outlay in the prior year by the total FTES (full-time equivalent students). The 2023-24 District capital outlay fee can be set at any amount not to exceed the calculated rate of \$73.44. In order to remain competitive, District Administration recommends charging \$1 for 2023-24.

**Upon analysis of these options and in discussion with the leadership of the international student program, District administration recommends a total non-resident tuition fee of \$359 per semester unit for 2023-24 in order to remain competitive and to support Board Policy 8.7, which states, in part, that the Board is committed to maintaining the lowest possible costs to students.** This rate is comprised of a \$358 (Option C) tuition fee (which also matches contiguous districts: Chabot/Las Positas, Foothill/DeAnza, Ohlone, Peralta, and San Francisco), which is an increase of \$68 or 23.45% from 2022-23, and a \$1 capital outlay fee per semester.

RECOMMENDATION

It is recommended that the Board of Trustees set the 2023-24 tuition fee at \$358 per semester unit. It is further recommended that the Board of Trustees levy a capital outlay fee of \$1 per semester unit and that no exemptions be made for foreign students enrolled in six units or less, bringing the total non-resident tuition fee to \$359 per semester unit for 2023-2024.

For comparison purposes, the proposed 2023-24 rates for other local community college districts in the region has been provided in support of Option C.

File Attachments  
[2023-24 Nonresident Fee Option C.pdf \(106 KB\)](#)

**Subject** **13.2 Approval to Proceed with Application for State Funding to Construct Student Housing Located at Skyline College (10 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action (Consent)

Preferred Date Feb 22, 2023

Absolute Date Feb 22, 2023

Fiscal Impact No

Recommended Action It is recommended that the Board approve the District pursuing a third application to the Affordable Student Housing Grant Program for districtwide student housing at Skyline College.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor of Administrative Services  
 Michele Rudovsky, Chief Facilities and Operations Officer

**APPROVAL TO PROCEED WITH APPLICATION FOR STATE FUNDING TO CONSTRUCT STUDENT HOUSING LOCATED AT SKYLINE COLLEGE**



As part of the 2021-22 California Budget package, the Legislature passed Senate Bill 169 in 2021, providing funding for grants to public colleges and universities to develop affordable student housing. This program provides California Community Colleges the opportunity to apply for student housing grants over a three-year period with three rounds of grant awards. In 2022, AB 183 transferred the administration of the Affordable Student Housing Grant Program from the California Department of Finance (DOF) to the California Community Colleges Chancellor's Office (CCCCO).

On October 26, 2022 (Board Report No. 12.1), the Board was provided an update on the Student Housing Grant Application. In the first round of grant applications submitted in October 2021, the District was awarded a \$200,000 planning grant and the California Department of Finance further determined that the District's proposal was ineligible for construction grant funding.

On January 25, 2023 (Board Report No. 12.7), the Board was provided an update on the second Student Housing Grant Application and approved Resolution No. 23-01 Support for Districtwide student Housing Grant Applications. The District submitted the second grant application to the State Chancellor's Office on January 24, 2023. This second grant application plans for Districtwide student housing located at the College of San Mateo. Outcome of this second grant submission will not be known until Summer 2023.

The District will pursue and submit a third Affordable Student Housing Grant application (due July 3, 2023) for Districtwide Student Housing at Skyline College. The [2022 SMCCCD Facilities Master Plan](#) identifies potential locations for student housing at all three campuses. The College of San Mateo was chosen as the first site for Districtwide student housing due to its central location within San Mateo County and its available land. Skyline College is recommended as the next prioritized location for student housing due to the greater population density of Northern San Mateo County<sup>1</sup> combined with Skyline College's consistent highest enrollment within the past several years<sup>2</sup>. Skyline College has largest low-income student population (1,881 students in Fall 2022). In addition, 31% of Skyline College's low-income students are enrolled full-time (compared with 19% for Cañada College). Skyline College's service area cities have the largest proportion of renters (45-56%) spending 30% or more of household income on rent. Finally, 46% of Daly City renters spend 30% or more of their income on rent, the highest proportion of any large city (pop 30,000+) in the county.

## RECOMMENDATION

It is recommended that the Board approve the District pursuing a third application to the Affordable Student Housing Grant Program for districtwide student housing at Skyline College.

### File Attachments

[APPROVAL OF DISTRICTWIDE STUDENT HOUSING AT SKYLINE COLLEGE GRANT APPLICATION V2.pdf \(567 KB\)](#)

*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

<b>Subject</b>	<b>13.3 Acceptance of the 2022-2023 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2022 (5 Minutes)</b>
Meeting	Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. OTHER RECOMMENDATIONS
Type	Action
Recommended Action	It is recommended that the Board of Trustees accept the 2022-2023 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2022, as outlined in the report.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor

ACCEPTANCE OF THE 2022-23 MID-YEAR BUDGET REPORT AND APPROVAL OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING DECEMBER 31, 2022

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2022. Reports routinely received separately by the Board, including the quarterly report on Auxiliary Operations (i.e., Associated Students; Bookstores; Cafeterias; Athletic Centers; and Community, Continuing, and Corporate Education), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The report consists of narrative outlining the fiscal activities of the District during the first half of 2022-23, as well as 2023-24 State budget news, and preliminary District budget planning information. Also included are year-to-date budget tables for each of the District's funds and supplemental information relating to the budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2022-2023 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2022, as outlined in the report.

File Attachments  
[2022-23 Mid-Year Budget Report FINAL.pdf \(2,493 KB\)](#)

**Subject**                    **13.4 Approval of Recommendation to Suspend Student Health Fees for the 2023/2024 Academic Year (5 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. OTHER RECOMMENDATIONS

Type                        Action

Preferred Date            Feb 22, 2023

Absolute Date            Feb 22, 2023

Fiscal Impact            Yes

Recommended Action    It is recommended that the Board of Trustees approve suspending Board Policy 8.70 Section 3(e) for the academic year 2023-2024 (student health fees).

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:            Richard Storti, Executive Vice Chancellor of Administrative Services

**APPROVAL OF RECOMMENDATION TO SUSPEND STUDENT HEALTH FEES FOR THE 2023/2024 ACADEMIC YEAR**

While student health fees provide resources that partially offset the cost of health services for the District, it is realized that those health fees can create a financial barrier for students. At its meeting of March 23, 2022, the Board of Trustees gave staff direction to review various types of student fees and make recommendations to the Board about the elimination or reduction of those fees, where practical, to support the District's Free College initiative and to broadly support student access and success. At its meeting of May 25, 2022, the Board of Trustees approved the recommendation to suspend student health fees for the 2022-23 Academic Year. Upon review of the preliminary budget and available resources, staff is recommending extending the suspension of the collection of student health fees for the 2023-2024 academic year and backfilling the estimated revenue reduction of \$600K from the Unrestricted General Fund.

## RECOMMENDATION

It is recommended that the Board of Trustees approve suspending Board Policy 8.70 Section 3(e) for the academic year 2023-2024 (student health fees).

**Subject**                    **13.5 Approval of Recommendation to Suspend Parking Fees and Parking Permit-Related Citations for the 2023/2024 Academic Year (5 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. OTHER RECOMMENDATIONS

Type                        Action

Preferred Date            Feb 22, 2023

Absolute Date            Feb 22, 2023

Fiscal Impact            Yes

Budgeted                    Yes

Recommended Action    It is recommended that the Board of Trustees approve suspending Board Policy 8.70 Section 3(g) for academic year 2023-2024 (student parking fees and parking permit-related citations).

TO:                        Members of the Board of Trustees

FROM:                    Michael Claire, Chancellor

PREPARED BY:        Richard Storti, Executive Vice Chancellor of Administrative Services

### **APPROVAL OF RECOMMENDATION TO SUSPEND PARKING FEES AND PARKING PERMIT-RELATED CITATIONS FOR THE 2023/2024 ACADEMIC YEAR**

While student parking fees provide resources that partially offset the cost of parking-related expenses for the District, it is realized that those parking fees can create a financial barrier for students. At its meeting of March 23, 2022, the Board of Trustees gave staff direction to review various types of student fees and make recommendations to the Board about the elimination or reduction of those fees, where practical, to support the District's Free College initiative and to broadly support student access and success. At its meeting of May 25, 2022, the Board of Trustees approved the recommendation to suspend student parking fees for the 2022-23 Academic Year. Upon review of the preliminary budget and available resources, staff is recommending extending the suspension of the collection of student parking fees and parking permit-related citations for the 2023-2024 academic year and backfilling the estimated revenue reduction of \$1 million from the Unrestricted General Fund.

## RECOMENDATION

It is recommended that the Board of Trustees approve suspending Board Policy 8.70 Section 3(g) for academic year 2022-2023 (student parking fees and parking permit-related citations).

**Subject**                    **13.6 Approval of an Additional Campaign Spend with VisionPoint Marketing, LLC (45 Minutes)**

Meeting                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. OTHER RECOMMENDATIONS

Type Action

Preferred Date Feb 22, 2023

Absolute Date Feb 22, 2023

Fiscal Impact Yes

Dollar Amount \$1,096,946.00

Budgeted Yes

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor to approve an additional campaign spend with VisionPoint Marketing, LLC, in an amount not to exceed \$86,964 for agency fees, and a media buy authorization of \$1.01M for the contract year (2023-24).

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Aaron McVean, Vice Chancellor of Educational Services and Planning  
Ana Pulido, Interim Director of Public Affairs

### **APPROVAL OF AN ADDITIONAL CAMPAIGN SPEND WITH VISIONPOINT MARKETING, LLC**

On September 21, 2021, the District issued RFP #86863 for a multi-year agency of record for marketing services contract. An announcement for this business opportunity was released through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on September 21, and 28, 2021. On October 4, 2021 the District received three (3) proposals from firms which were reviewed and evaluated. At the conclusion of the evaluation and interview process, the RFP Evaluation Committee determined that VisionPoint Marketing, LLC demonstrated to be the most qualified firm with the best understanding of the District's goals and objectives, thus providing the best value to the District. At its meeting on October 27, 2021, the Board authorized the Chancellor to execute a three-year contract, with the option to renew for up to two (2) additional one-year terms, with VisionPoint Marketing, LLC for RFP #86863.

Based on the performance of the strategic marketing campaign developed and administered by VisionPoint Marketing, LLC, the District is interested in renewing the contract as previously authorized by the Board. VisionPoint Marketing, LLC, will continue to administer the District's awareness campaign and its targeted action campaigns for the 2023-24 enrollment cycle. The Board will receive a presentation on the impact of the campaign, and the strategy for the next iteration. Included in the packet is the Proposal for Year 2, the comprehensive Final Campaign Report, and the planned Presentation for the Board.

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor to approve an additional campaign spend with VisionPoint Marketing, LLC, in an amount not to exceed \$86,964 for agency fees, and a media buy authorization of \$1.01M for the contract year (2023-24).

#### File Attachments

[SMCCCD Campaign Y2 Proposal.pdf \(562 KB\)](#)

[SMCCCD VisionPoint BoardPresentation FINAL.pdf \(1,949 KB\)](#)

[SMCCCD VisionPoint FinalCampaignReport 021423.pdf \(3,533 KB\)](#)

## **14. DISCUSSION**

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**Subject 14.1 Proposed Changes to BP 1.02 - First Reading (10 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 14. DISCUSSION  
Type Discussion  
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Richard Holober, Trustee

### **PROPOSED CHANGES TO BP 1.02 - FIRST READING**

The Board will discuss proposed changes to Board Policy 1.02. This is a first read of the proposed changes and the revised policy will be brought back to the Board for final approval at a subsequent Board meeting.

File Attachments  
[RH edit 2 - Board Policy BP 1.02.pdf \(24 KB\)](#)

## **15. INFORMATIONAL REPORTS**

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### **Subject 15.1 Analysis of Personnel Trends: Managers (15 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 15. INFORMATIONAL REPORTS  
Type Informational  
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor

### **ANALYSIS OF PERSONNEL TRENDS: MANAGERS**

Staff presented a summary of five-year FUND 1 personnel trends at the February 4, 2023 Board Retreat. Board members requested additional analysis and information about the change in the Academic/Classified Exempt Supervisor (Schedule 35). Attached is a detailed report for review. Also attached is a summary by organizational unit.

File Attachments  
[Personnel Trends.pdf \(239 KB\)](#)

### **Subject 15.2 Review of Proposed Allocation from the State COVID-19 Recovery Block Grant (10 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 15. INFORMATIONAL REPORTS  
Type Informational  
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Richard Storti, Executive Vice Chancellor

## **REVIEW OF PROPOSED ALLOCATION FROM THE STATE COVID-19 RECOVERY BLOCK GRANT**

On June 30, 2022, Governor Newsom signed the 2022-23 Budget Act, which included \$650 million in one-time funding for the COVID-19 Recovery Block Grant to address issues related to the COVID-19 pandemic. The funds are intended to be used on activities that directly support community college students and mitigate learning losses related to the impacts of the COVID-19 pandemic. Community college districts should prioritize the use of these one-time funds for purposes, including, but not limited to, professional development, technology infrastructure, developing open education resources and zero-textbook-cost degrees, and supporting the mental health and wellness needs of students and staff.

### **Allowable Expenditures**

- Discharge unpaid fees due or owed by a student to a community college in the district.
- Cleaning supplies and personal protective equipment.
- Investments in information technology infrastructure, facilitating students' access to technology to be able to access online coursework, and technology, software, or other electronic instruments and materials for faculty to support courses that are difficult to teach online.
- Support access to basic needs and mental health services for students impacted by COVID-19.
- Reengagement strategies for students who received an incomplete or failing grade in the spring 2022 due to COVID-19.
- Engagement strategies with high schools and local communities to restore broader access.
- Grants to faculty for development of online, accelerated learning modules to allow students who received an incomplete or failing grade in the spring 2022 term due to COVID-19 to make progress toward their degrees instead of retaking courses in the fall 2022 term.
- Professional development opportunities for faculty and student services professionals to continue educational instruction due to COVID-19, including supporting students impacted by learning loss and preparing and supporting faculty to develop online instructional capabilities in response to COVID-19.

### **Other Considerations and Potential Uses**

Districts have many options to use block grant funds on strategies that directly support community college students and mitigate disruptions to persistence. Below are other allowable uses that districts can also consider:

- Increase online student service hours to evenings and weekends. Increased availability and access to student supports on evenings and weekends, without the need to drive to campus, has been an effective strategy deployed by many districts in the last two years. Block grant funds can be used to maintain and expanded access to academic support services, including student counseling, tutoring, and mental health services.
- Help meet students' financial and basic needs. The pandemic-era has reinforced the urgency to connect students to financial aid and basic needs supports. For students who have not completed the FAFSA or California Dream Act application (CADAA), these resources provide flexibility to directly support and connect student to all available resources. Further, expand eligibility criteria for CalFresh food assistance benefits enables more community college students to qualify. Districts can align FAFSA/CADAA assistance with efforts to help more students apply for CalFresh. Coupled with basic needs centers, these strategies provide yet another tool for holistically supporting students.
- Professional development focused on culturally responsive campuses and classrooms. The block grant allows colleges to invest in professional development to enhance teaching and student supports. Districts can invest in practices that explore strategies and initiatives for incorporating students' cultural backgrounds and experiences, providing inclusive environments.
- Provide direct emergency grants to students in need. Similar to federal stimulus funds, block grant dollars may be used to provide emergency grants or learning tools (such as laptops) to students.

### **San Mateo County Community College Allocation**

The District has been allocated a total of \$9,302,538 in COVID-19 Recovery Block Grant funds. The District plans to distribute funds to the colleges to mitigate the impact of the pandemic on students according to the afore-mentioned guidelines.

Below is the proposed distribution of funding based on FTES (FY 2021-22 P2), which is the same methodology used by the State to allocate these resources to districts:

	Cañada	CSM	Skyline	Total
FTES	2,949	5,185	5,326	13,460
%	22%	39%	40%	100%
<b>Proposed Allocation:</b>	<b>2,037,848</b>	<b>3,583,745</b>	<b>3,680,945</b>	<b>9,302,538</b>
<i>Less set aside for:</i>				
Student Debt Discharge	(153,345)	(269,671)	(276,985)	(700,000)
Classroom Technology	(32,860)	(57,787)	(59,354)	(150,000)
MERV 13 Filters	(32,860)	(57,787)	(59,354)	(150,000)
<b>Colleges Allocations</b>	<b>1,818,784</b>	<b>3,198,501</b>	<b>3,285,253</b>	<b>8,302,538</b>

### **Preliminary Spending Plan - Resources Allocated to Colleges**

<b>Expense Category</b>	<b>Preliminary Spending Plan</b>
Enrollment Recovery & Reengagement	\$2,075,635
Professional Development	\$ 830,254
Technology	\$1,245,381
Student Services support and Basic Needs	\$1,660,508 - \$2,573,787
Direct Aid to students in need of retention	\$1,577,482 - \$2,490,761
<b>Total Allocation to Colleges</b>	<b>\$8,302,538</b>

*Note: The intent is with the exception of Direct Aid to Students, once the allocations are determined, funds may be redistributed between categories at the site dependent on local resource allocations, program needs and campus specific prioritization / circumstances.*

### **Report on Use of Funds**

Districts are required to provide information on the use of these funds to the State Chancellor's Office by December 2023. The report will include a description of how the funds were used in relation to each of the allowable purposes, a description of how expenditures prioritized services for underrepresented students, and an explanation of the effectiveness of services or supports provided by the funds. Additional information on specific reporting requirements will be provided by the State Chancellor's Office later in the year.

### **Subject 15.3 Report on Proposed Agenda Items for Future Meetings (5 Minutes)**

Meeting Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 15. INFORMATIONAL REPORTS

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Candice E. Bell, Executive Assistant to the Board

### **REPORT ON PROPOSED AGENDA ITEMS FOR FUTURE MEETINGS**

For planning purposes and to allow for Trustee engagement, below is a running list of known and potential agenda items for upcoming Board of Trustees meetings.

#### **MARCH**

- CBOC Annual Report
- Ratification of January and February District Warrants

- Student Participatory Governance Compensation and Education Code

**APRIL**

- Distribute Antenna System (Cell Signal)
- Firewall Replacement Project
- Salesforce Contract Renewal
- Third Quarter Auxiliary Operations Report

**MAY**

- District Financial Summer for Quarter Ending March 31
- Ratification of March and April District Warrants
- Adoption of Annual Meeting Calendar

**JUNE**

- Adoption of Resolution Establishing 2023-2024 Budget Limits (GANN)
- Approval of Internal Borrowing Resolution
- Adoption of Tentative Budget 2023-2024
- Approval of Budgetary Transfers and Adoption of Resolution Authorizing Budget Transfers for 2022-2023

**Subject**                                **15.4 Report of Public Information Requests for February 2023 (5 Minutes)**

Meeting                                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                  15. INFORMATIONAL REPORTS

Type                                        Informational

TO:                                         Members of the Board of Trustees

FROM:                                      Michael Claire, Chancellor

PREPARED BY:                          Julie Johnson, Chief Human Resources Officer  
    Ana Pulido, Interim Director of Public Affairs

**REPORT OF PUBLIC INFORMATION REQUESTS FOR FEBRUARY 2023**

Attached for the Board’s information is a report on public information requests through the Public Records Act (PRA), media requests, and communications from the public for the Board received in the month of February 2023.

File Attachments  
[Public Information Report - January and February 2023.pdf \(48 KB\)](#)

**16. COMMUNICATIONS**

**17. STATEMENTS FROM BOARD MEMBERS**

**18. RECONVENE TO CLOSED SESSION (if necessary)**

**Subject**                                **18.1 Reconvened to Close Session**

Meeting                                    Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                  18. RECONVENE TO CLOSED SESSION (if necessary)

Type                                        Procedural

**19. RECONVENE TO OPEN SESSION (if necessary)**



**Subject**                      **19.1 Reconvened to Open Session**

Meeting                      Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    19. RECONVENE TO OPEN SESSION (if necessary)

Type                         Procedural

**Subject**                      **19.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting                      Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    19. RECONVENE TO OPEN SESSION (if necessary)

Type                         Procedural

**20. ADJOURNMENT**

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**Subject**                      **20.1 Adjourn**

Meeting                      Feb 22, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    20. ADJOURNMENT

Type                         Procedural